CAJ Board of Directors Meeting Minutes
Tuesday, February 18, 2025
Harvest Hall – Matsukawa Place

Attendance:
Chad Farmer (SEND)
Gregory Swenson (JVENTURE)
Grant Buchholtz (ECC)
David Mawhinney (Head of School)
Jeremy Seminoff (Member-at-Large and Educator)
Seita Sakaguchi (Member-at-Large)
Anne Marie Smoker (CRJM)
Nick Petkoff (TEAM)
Daniel Sexton (OMS)

Supervisor- Auditors
Taizo Morimoto
Mark Bedow

SY24-25:74 Call to Order and Determination of Quorum

The meeting was called to order at 10:26AM. A quorum was established with nine members present.

SY24-25:75 Approval of Agenda

MSC to approve the agenda.

SY24-25:76 Approval of the Selection of the Signers of the Minutes:

a. Board Chair – Nick Petkoff
b. Signer: Jeremy Seminoff
c. Signer: Greg Swenson

SY24-25:77 Consent Agenda:

d. Head of School Report
e. Finance and Audit Committee Report
f. Policy Review of B 4.2
g. Board Policy Compliance B 3.1

MSC to approve the consent agenda.

SY24-25:78 Approval of Fiscal 2025 Operating Budget (Ex. 1)

MSC to approve an operating budget of ¥910,272,304 revenues (net of scholarship and bad debt expenses of 72,000,000) with anticipated expenses of ¥813,202,964 plus depreciation of approximately 90,325,000 from April 1, 2025, to March 31, 2026, producing a cash surplus of ¥97,069,340.

SY24-25:79 Approval of Fiscal 2025 Capital Budget (Ex. 2)

MSC to approve the capital budget of ¥161,277,473 from April 1, 2025, to March 31, 2026, including ¥37,000,000 for usual operating capital expenditure, ¥49,410,000 for loan repayments, and ¥74,867,473 for structural changes, including remodeling and other facilities improvements, as well as required rectifications.

SY24-25:80 Approval of Tuition and Fee Increases for SY 25-26 (Ex. 3)

MSC to approve the tuition and fee increases for the next school year as presented.

SY24-25:81 Approval of Staff Salary Changes for SY 25-26 (Ex. 4)

MSC to approve staff base salary increases as presented.

SY24-25:82 Approval of Business Plan for Fiscal 2025 (Ex. 5)

MSC to approve the business plan for Fiscal 2025 as presented.

SY24-25:83 Renewing CAJ Charitable Organization Status (Japan)

MSC to renew the CAJ Charitable Organization Status.

SY24-25:84 Ongoing discussion items:

- h. PGRC update on nominations
- i. HoS Eval Committee Surveys
- j. CAJ Purpose, Ends, and Limitations.
    - i. Do these ends work in connection to limitations?
    - ii. Resources:
        1. See CAJ website "Policy Governance Articles"
        2. Especially the section on "Ends"
        3. "CAJ Purpose and Ends Statements" document and/or relevant points in board manual
        4. "Beginning of the Ends" document for overview and comparisons (From David M.)
    - iii. Use worksheet as starting point: Ends Worksheet
    - iv. Determine content for monitoring reports going forward

SY24-25:85 Any other items for the Board of Directors

- k. New AoE into effect April 1
    - i. AoE Section of Board Manual to be updated
    - ii. Need to establish a Director Appointee Committee

- The Board of Directors will meet on April 1st at 8:45AM to establish the Director Appointee Committee and perform its duties.

SY24-25:86 Board Process Review/Feedback

The board gave a verbal self-evaluation.

SY24-25:87 Review and Approve the Minutes of This Meeting

MSC to approve the minutes.

SY24-25:88 Prayer & Adjournment
Mark Bedow closed our meeting in prayer.

Respectfully submitted, Grant Buchholtz, secretary

Signatures
______________________________ (seal) Nick Petkoff - Board Chair
______________________________ (seal) Jeremy Seminoff - Board Member
______________________________ (seal) Greg Swenson - Board Member